



# PENZANCE COUNCIL

## Invitation to Tender

### Coach House Development

### Penlee House Gallery & Museum Penlee House Penzance



Funded by  
UK Government

POWERED BY  
**LEVELLING  
UP**



**CORNWALL  
COUNCIL**  
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**Penzance**  
TOWN FUND

## **1. About Penzance Council**

- 1.1 Penzance Council operates at the most local level of government across the Parish and works for the town and surrounding areas and supported by a small team of officers based at the Penlee Centre and Penlee House Gallery & Museum in Penzance.
- 1.2 As well as Penzance, the distinct communities of Newlyn, Mousehole, Paul, Heamoor, and Gulval are represented by their own elected Councillors.
- 1.3 Further information can be found here: <https://www.penzance-tc.gov.uk/>

## **2. Background and Context**

- 2.1 The Council is seeking to appoint a contractor to undertake the conversion of an existing building, the Coach House located in Penlee Park, to form a new Café/ Restaurant

For reference:

<https://www.penzance-tc.gov.uk/penlee-house-gallery-museum/>

<https://www.penleehouse.org.uk/>

## **3. Tender requirements**

- 2.1 Full details of the Tender can be found in the accompanying documentation, in particular:

Enclosure 1 – Pricing Document

Enclosure 2 – Form of Tender

Enclosure 3 – Pre Construction Information- Coach House

Enclosure 4 - Specification of works- Feb 2025

Enclosure 5 – Document Issue Sheet

Enclosure 6 – Guide for Construction Projects with a Project Value over £100,000

Enclosure 7 – HSE Industry Guidance for Principal Contractors

### **3.4 Pricing Document**

The Contractor is to price all clauses so that an understanding of relative cost can be understood. Please complete tender documentation Enclosure 1 'Pricing Document'

### 3.5 Form of Tender

The Contractor is to complete the required tender documentation Enclosure 1 'Form of Tender' as per the requirements set out in Section 6.

**3.6 Environment and Sustainability.** The funders of this project require a strong focus on environmental sustainability and equality and diversity. Please provide information that demonstrate that there will be a system in place to monitor, maintain and deliver to the standard of quality required for the project including sustainability and accessibility. Your response should address such points as (see also Guide for Construction Projects With a Project Value Over £100,000 Sections 2-5 Enclosure 10):

- a. Attitude to collaborative problem solving within a defined team structure
- b. Anticipate and note the likely challenges and how they would be accommodated
- c. How you will reduce energy and fuel consumption in the provision of the contract
- d. How you will re-use resources
- e. How you will increase recycling levels and reduce the amount of waste
- f. How you will use environmentally friendly and ethically sourced goods
- g. How you will contribute to reducing the carbon footprint
- h. How you will contribute to pollution reduction

### 4. Budget

The total maximum budget available for this commission is £500,000

This tender is an opportunity to submit a fixed price tender for the specified Works.

### 5. Tender and commission timetable

The timescale of the programme is in accordance with the JCT Intermediate Contracts form of contract but must complete no later than 28/11/2025. The timetable for submission of the Tender, completion of the programme are set out below:

Milestone	Applicable to	Date
Publication of advertisement (Contract Notice)	ITT	14/02/2025
Site Visit The time available for site visits will be 10am – 12 noon on, Thursday 20 February or Friday 21 February max 2 people per company only please. For alternatives please contact as below.  Please contact <a href="mailto:info@penleehouse.org.uk">info@penleehouse.org.uk</a> to register to attend.	ITT	20/02/2025 21/02/2025
Latest date for Clarification questions to be submitted by	ITT	03/03/2025

Clarification responses to be issued by	ITT	07/03/2025
<b>Bid Deadline (17:00 5PM)</b>	<b>ITT</b>	<b>14/03/2025</b>
Evaluation (completed)	ITT	19/03/2025
Notification of Contract award (Contract Award Notice)	ITT	20/03/2025
Contract start – Optimum Main Contract Period	ITT	07/04/2025 to 28/11/2025

## 6. Tender submission requirements

Please include the following information in your Tender submission.

### 6.1 Covering letter (two sides of A4 maximum) to include:

- a. A single point of contact for all contact between the tenderer and Penzance Council during the tender selection process, and for further correspondence.
- b. Confirmation that the tenderer has the resources available to meet the requirements outlined in this brief and its timelines.
- c. Confirmation that the tenderer holds current valid insurance policies as set out below and, if successful, supporting documentation will be provided as evidence:
  - i. Professional Indemnity Insurance with a limit of indemnity of not less than Five million (£1,000,000),
  - ii. Employers Liability Insurance with a limit of indemnity of not less than Five million (£5,000,000)
  - iii. Public Liability Insurance with a limit of indemnity of not less than Five million (£10,000,000).
- d. Conflict of interest statement
- e. Completed Form of Tender (see Section 3)

### 6.2 Environment and Sustainability. The funders of this project require a strong focus on environmental sustainability and equality and diversity. Please provide information that demonstrate that there will be a system in place to monitor, maintain and deliver to the standard of quality required for the project including sustainability and accessibility. Your response should address such points as (see also Guide for Construction Projects With a Project Value Over £100,000 Sections 2-5 Enclosure 10):

- a. Attitude to collaborative problem solving within a defined team structure.
- b. Anticipate and note the likely challenges and how they would be accommodated
- c. How you will reduce energy and fuel consumption in the provision of the contract
- d. How you will re-use resources
- e. How you will increase recycling levels and reduce the amount of waste
- f. How you will use environmentally friendly and ethically sourced goods
- g. How you will contribute to reducing the carbon footprint
- h. How you will contribute to pollution reduction

- 6.3 Details of 2 similar projects of value and size. Each Example should be no more than 2 sides of A4 not including any photographs, but these can only have titles and no text. Links to websites will not be viewed.
- 6.4 Project Method Statement. This should include:
- a. The management organisation of the company to include who will be responsible for Health and Safety onsite and who will be the Project Manager. Provide the CVs of both of these members of staff (the CV should be a maximum of 1 page of A4).
  - b. Programme of work that demonstrates how you will meet the proposed timetable and key milestones.

## 7. Sub-contracting

Tenderers should note that a consortia can submit a tender but the sub-contracting of aspects of this commission after appointment will only be allowed by prior agreement with Penzance Council.

## 8. Conflicts of Interest

Tenderers must provide a clear statement with regard to potential conflicts of interests. Therefore, **please confirm within your tender submission** whether, to the best of your knowledge, there is any conflict of interest between your organisation and Penzance Council or its programme team that is likely to influence the outcome of this procurement either directly or indirectly through financial, economic or other personal interest which might be perceived to compromise the impartiality and independence of any party in the context of this procurement procedure.

Receipt of this statement will permit Penzance Council to ensure that, in the event of a conflict of interest being notified or noticed, appropriate steps are taken to ensure that the evaluation of any submission will be undertaken by an independent and impartial panel.

## 9. Tender clarifications

Any clarification queries arising from this Invitation to Tender which may have a bearing on the offer should be raised by email to:

[vanthony@penleehouse.org.uk](mailto:vanthony@penleehouse.org.uk)

in accordance with the Tender and Commission Timetable in section 5.

Responses to clarifications will be anonymised and uploaded by Penzance Council to Contracts Finder and will be viewable to all tenderers.

No representation by way of explanation or otherwise to persons or corporations tendering or desirous of tendering as to the meaning of the tender, contract or other tender documents or as to any other matter or thing to be done under the proposed contract shall bind Penzance Council unless such representation is in writing and duly signed by a Director/Partner of the tenderer. All such correspondence shall be returned with the Tender Documents and shall form part of the contract.

## 10. Tender evaluation methodology

Each Tender will be checked for completeness and compliance with all requirements of the ITT. Tenders will be evaluated to determine the most economically advantageous offer taking into consideration the award criteria.

**Tender returns will be assessed on the basis of the following tender award criteria**

Ref 6.1 Covering Letter	
Acceptable covering letter including confirmation of the requirements detailed at 6.1	Pass/ Fail
Ref 6.2 Environment and Sustainability.	10
<p>The funders of this project require a strong focus on environmental sustainability and equality and diversity. Please provide information that demonstrate that there will be a system in place to monitor, maintain and deliver to the standard of quality required for the project including sustainability and accessibility. Your response should address such points as:</p> <p>a. Attitude to collaborative problem solving within a defined team structure  b. Anticipate and note the likely challenges and how they would be accommodated  c. How you will reduce energy and fuel consumption in the provision of the contract  d. How you will re-use resources  e. How you will increase recycling levels and reduce the amount of waste  f. How you will use environmentally friendly and ethically sourced goods  g. How you will contribute to reducing the carbon footprint  h. How you will contribute to pollution reduction</p>	
Ref 6.3 Previous examples	10
Details of 2 similar projects of value and size. Each Example should be no more than 2 sides of A4 not including any photographs, but these can only have titles and no text. Links to websites will not be viewed.	
Ref 6.4 Project Method Statement	20
<p>Project Method Statement. This should include:</p> <p>a. The management organisation of the company to include who will be responsible for Health and Safety onsite and who will be the Project Manager. Provide the CVs of both of these members of staff (the CV should be a maximum of 1 page of A4).</p> <p>b. Programme of work that demonstrates how you will meet the proposed timetable and key milestones.</p> <p>c. Details of any design proposals</p>	
Ref 6.5 Budget including Social Value	60
<p>A <b>fixed fee</b> for this work (exc VAT) including travel and other expenses  The lowest bid will be awarded the full 50 marks. Other bids will be awarded a mark that is proportionate to the level of their bid in comparison to the lowest bid  i.e. Marks awarded = 50 x lowest bid / bid</p> <p>Total amount (£) spent through contract with local micro, small and medium enterprises (MSMEs) Local is defined as any SME with a Cornwall and the Isles of Scilly Postcode. This is to be detailed in your response. Marks awarded = 10 x Contract Value to be spent in Cornwall/Total Contract Value</p>	

## 11. Assessment of the Tender

The reviewer will award the marks depending upon their assessment of the applicant's tender return using the following scoring to assess the response:

Scoring Matrix for Award Criteria		
Score	Judgement	Interpretation
100%	Excellent	Exceptional demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services. Full evidence provided where required to support the response.
80%	Good	Above average demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services. Majority evidence provided to support the response.
60%	Acceptable	Demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with some evidence to support the response.
40%	Minor Reservations	Some minor reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.
20%	Serious Reservations	Considerable reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.
0%	Unacceptable	Does not comply and/or insufficient information provided to demonstrate that there is the ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.

During the tender assessment period, Penzance Council reserves the right to seek clarification in writing from the tenderers, to assist it in its consideration of the tender. Tenders will be evaluated to determine the most economically advantageous offer taking into consideration the award criteria weightings in the table above.

Penzance Council is not bound to accept the lowest price or any tender. Penzance Council will not reimburse any expense incurred in preparing tender responses. Any contract award will be conditional on the Contract being approved in accordance with Penzance Council's internal procedures and Penzance Council being able to proceed.

### **13. Tender Award**

The Terms and Conditions under which any Contract would be formed are proposed to be under the JCT Intermediate Contract.

### **14. Tender returns**

Tenders are to be returned by email.

Tenders are to be returned in accordance with Section 5

Latest date to be returned: As per Section 5

Latest time to be returned: 17:00

Emailed tenders should be sent electronically to

tenders@penzance-tc.gov.uk

with the following message clearly noted in the Subject box;

'Coach House Development Tender Submission'

**Tenderers are advised to request an acknowledgement of receipt of their email.**

### **15. Disclaimer**

The issue of this documentation does not commit Penance Council to award any contract pursuant to the tender process or enter into a contractual relationship with any provider of the service. Nothing in the documentation or in any other communications made between Penance Council or its agents and any other party, or any part thereof, shall be taken as constituting a contract, agreement or representation between Penzance Council and any other party (save for a formal award of contract made in writing by Penzance Council or on behalf of Penzance Council).

Tenderers must obtain for themselves, at their own responsibility and expense, all information necessary for the preparation of their tender responses. Information supplied to the tenderers by Penzance Council or any information contained in Penzance Council's publications is supplied only for general guidance in the preparation of the tender response. Tenderers must satisfy themselves by their own investigations as to the accuracy of any such information and no responsibility is accepted by Penzance Council for any loss or damage of whatever kind and howsoever caused arising from the use by tenderers of such information.

Penzance Council reserves the right to vary or change all or any part of the basis of the procedures for the procurement process at any time or not to proceed with the proposed procurement at all.

Cancellation of the procurement process (at any time) under any circumstances will not render Penance Council liable for any costs or expenses incurred by tenderers during the procurement process.